Generate & Export DERCC Access Report
SharePoint Quick Guide

Complete the following steps to generate, export, and manage your DERCC User Access Report.

Step #1: Enter https://sp.eota.energy.gov into your browser URL bar, then press ⏎**Enter** key on your keyboard

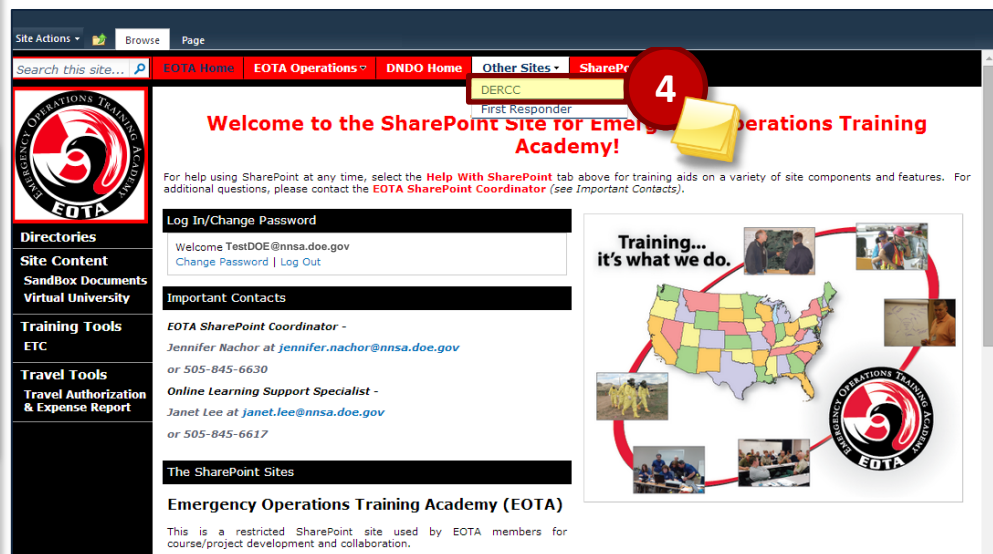**Step #2:** Enter **Username** and **Password**

Step #3: Click **Sign In**

Step #4: Click **Other Sites**, and select **DERCC**

📝 **Please Note:** If you receive an "Access Denied" message, please contact **SharePoint Help** (see page 3)

1 https://sp.eota.energy.gov

2 Username: Password: Forgot Password | Register

3 Sign In

💡 **Quick Tip:** Click the **Forgot Password** link to recover your password.

4 DERCC / First Responder

Welcome to the SharePoint Site for Emergency Operations Training Academy!

For help using SharePoint at any time, select the **Help With SharePoint** tab above for training aids on a variety of site components and features. For additional questions, please contact the **EOTA SharePoint Coordinator** (see Important Contacts).

Log In/Change Password
Welcome TestDOE@nnsa.doe.gov
Change Password | Log Out

Important Contacts
EOTA SharePoint Coordinator -
Jennifer Nachor at jennifer.nachor@nnsa.doe.gov
or 505-845-6630
Online Learning Support Specialist -
Janet Lee at janet.lee@nnsa.doe.gov
or 505-845-6617

The SharePoint Sites

Emergency Operations Training Academy (EOTA)
This is a restricted SharePoint site used by EOTA members for course/project development and collaboration.

Training... it's what we do.

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Step #5: Under *Reports*, click **Access Report**

💡 **Quick Tip:** Enter keyword, click **Find** to search and view desired information.

Step #6: From the new *Reports* window, Click **Export to PDF**

Step #7a: Click **Open** to view and print the *DERCC Access Roster .pdf*

Step #7b: Click **Save** and navigate to where you want this .pdf to be saved in your computer

📝 **Please Note:** Step 7 may vary depending on your Browser & established Security Settings.

For SharePoint help: Scott Stoudenmire
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- sstoudenmire@itpnm.com

For EOTA LMS assistance: Janet Lee
- (505) 845-6617
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